

# EHCA Responsible Use Policy:

Eastern Hills Christian Academy (EHCA) believes in the educational value of electronic devices to support its curriculum, and advance our technology program, and student learning. EHCA will make every effort to protect students and teachers from any misuses or abuses as a result of their experience with technology. This documents EHCA in compliance with COPPA (Children's Online Privacy Protection Act). Your signature and your child's signature will indicate acknowledgment and understanding of the following standards:

- It is impossible to completely define acceptable and unacceptable use, however, the examples listed in this document are some illustrations.
- Consequences will be given to these and any other violations.
- EHCA will cooperate fully with law enforcement officials in any investigation related to any potentially illegal activities conducted through our network. The school reserves the right to apply disciplinary consequences for off-campus technology related activities if such activity adversely affects the safety or well-being of students or other members of our community or constitutes behavior embarrassing to the school.
- EHCA is not responsible for financial obligations arising from unauthorized use of the network.
- Similar to other personally owned items, EHCA is not liable for the loss, damage, misuse, or theft of personally owned devices brought to school.
- As a user of this service, your child will be expected to abide by the following rules of network etiquette:

## Personal Safety

1. I will not post personal contact information about myself or other people without the permission of my parents and teacher. Personal contact information includes but is not limited to my photo, address, or telephone number. Passwords can only be shared with parents and teachers. I will not give my passwords to friends or anyone online. *(Safety violation-level 1)*
2. I will not agree to meet with someone I have met online without my parent's approval. *(Safety violation-level 1)*
3. I will promptly tell my teacher or other school employee about any message I receive that is inappropriate. *(Safety violation-level 1)*

## Illegal Activities

1. I will not attempt to gain access to EHCA network resources or to any other computer system to go beyond my authorized access. This includes attempting to log in through another person's account or accessing another person's files. These actions are illegal, even if only for the purpose of "browsing." *(Theft-level 2)*
2. I will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal. *(Vandalism-level 2)*
3. I will not use the EHCA network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, or threatening the safety of a person. *(Drug and safety violation-level 2)*

4. I will not read, move, rename, edit, delete, or in any way alter the files that have been created or organized by others. *(Vandalism-level 2)*
5. I will not install software on any EHCA computers or on the EHCA network without direct supervision of EHCA staff. *(Vandalism-level 2)*
6. I will not alter hardware or software setups on any EHCA computer resources. *(Vandalism-level 2)*
7. I will not use my device to cheat on assignments or tests. *(Cheating-level 2)*

### **Security**

1. I am responsible for my individual account and should take all reasonable precautions to prevent others from being able to use my account. I will not give out my passwords or other personal information. An exception would be sharing passwords with parents and teachers. *(Safety violation-level 1)*
2. I will immediately notify a teacher or the campus administrator if I have identified a possible security problem with the network or peripheral computers. I will not go looking for these security problems because this may be construed as an illegal attempt to gain access. *(Safety violation/theft-level 2)*
3. I will take all precautions to avoid the spread of computer viruses. *(Vandalism-level 1)*

### **Inappropriate Language**

1. I understand that restrictions against inappropriate language apply to public messages, private messages, and material created for assignments or to be posted on web pages. *(Derogatory statements/disruption of education-level 1)*
2. I will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. *(Derogatory statement/sexual harassment-level 1)*
3. I will not engage in personal attacks, including prejudicial or discriminatory attacks. *(Derogatory statements/disruption of education-level 2)*
4. I will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If I am told by a person to stop sending messages, I will stop. *(Disrespecting others' rights/disruption of education-level 2)*
5. I will not knowingly or recklessly post false or insulting information about a person or organization. I will not use my device to hurt or embarrass another person or group. I will alert a teacher or other staff member if I see or hear about another user engaging in this type of behavior. *(Derogatory statements/disruption of education-level 2)*

### **Respect for Privacy**

1. I will not repost a message that was sent to me privately without permission of the person who sent me the message. *(Disrespecting others' rights-level 1)*
2. I will not post private information about another person. *(Disrespecting others' rights-level 2)*
3. EHCA maintains the right to search a student's device if they feel school rules have been violated, which may include, but are not limited to, audio recordings, video recordings, and photographs taken that violate the privacy of others, or other issues regarding bullying, etc. *(Disruption of education, disrespecting others' rights, harassment-level 2)*

### **Respecting Resource Limits**

1. I will use the technology at my school only for educational and other teacher approved activities. I will not play games, message/ text other students, access music or videos at school unless it is part of the curriculum or authorized by a teacher. *(Disruption of education-level 1)*
2. I will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people. *(Disruption of education-level 1)*
3. I understand that EHCA personnel may monitor and access any equipment connected to EHCA network resources and my computer activity. EHCA personnel may delete any files that are not for a classroom assignment on a school device or files/apps on a personal device that may be harmful to the EHCA network. *(Security-level 1)*
4. I understand that I am responsible for my own device. If I use another device, I am responsible for any damage that may incur. *(Vandalism-level 2)*

### **Plagiarism and Copyright Infringement**

1. I will not plagiarize works that I find on the internet or on the computers at my school. Plagiarism is taking the ideas or writings of others and presenting them as if they were my own. *(Theft-level 1)*
2. I will respect the rights of copyright owners. Copyright infringement occurs when I inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, I will follow the expressed requirements. If I am unsure whether or not I can use a work, I will request permission from the copyright owner with my teacher's or parent's help. If I am confused by copyright law, I will ask a teacher to answer my questions. *(Theft-level 2)*

### **Inappropriate Access to Material**

1. I will not use EHCA network resources to access or store material that is profane or obscene, that

advocates illegal acts, or that advocates violence or discrimination toward other people. (*Disruption of education/safety violation-level 2*)

2. If I mistakenly access inappropriate information, I will immediately tell my teacher or an administrator and will not attempt to access the inappropriate information again. (*Failure to comply with directives-level 1*)
3. My parents will instruct me if there is additional material that they think would be inappropriate for me to access. EHCA fully expects that I will follow my parents' instructions in this matter. (*Respect for others violation-level 1*)
4. I understand that internet access is provided for support of classroom assignments and I will not attempt to surf anonymously or modify the computer in any way to allow me access to websites or applications I am not authorized to use. (*Disruption of education-level 1*)

### **Consequences**

Any level 1 offenses can be considered level 2 offenses if occurring more than one time. EHCA administrator and teachers will give consequences equally and based on the level of the offense.

#### **Level 1 consequences**

- Classroom warning
- Possible loss of device access
- Temporary loss of device access
- Parent contact
- Referral to administrator
- In school detention

#### **Level 2 consequences**

- Classroom warning
- Possible loss of device access
- Temporary loss of device access
- Parent contact
- Referral to administrator
- In school detention
- Possible referral to law enforcement
- Reimbursement to the school or individual for actual loss, damage, or repair

I have read, understand, and agree to uphold the EHCA responsible use policy.

Student name (print) \_\_\_\_\_

Student signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent name (print) \_\_\_\_\_

Parent signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent name (print) \_\_\_\_\_

Parent signature \_\_\_\_\_ Date: \_\_\_\_\_